

City of Canby

PO Box 930 Phone: 503.266.4021
222 NE 2nd Ave Fax: 503.266.7961
Canby, OR 97013 www.canbyoregon.gov

City Council Work Session Notice

January 9, 2019

6:00 PM

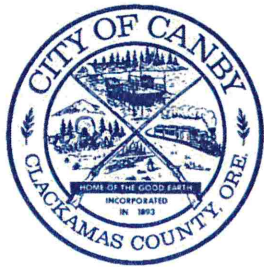
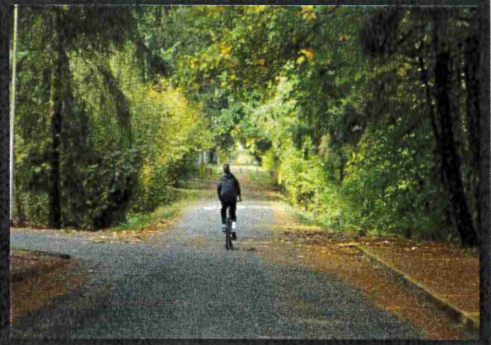
Mt. Hood Conference Room

222 NE 2nd Avenue, 2nd Floor

Canby, Oregon

This work session will be attended by the Mayor and City Council to review language for the City Administrator profile and discuss the recruitment process.

For information regarding this work session, please contact the City Recorder at 503.266.0733. A copy of this notice can be found on the City's web page at www.canbyoregon.gov.



CITY OF CANBY OREGON

CITY ADMINISTRATOR

\$120,000 - \$145,000

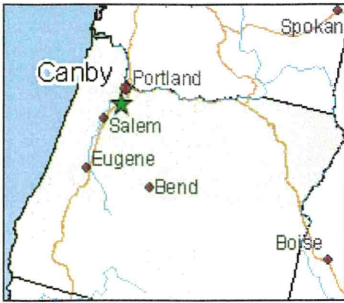
Plus Excellent Benefits

Apply by
June 22, 2014
(open until filled)

PROTHMAN



WHY APPLY?



Located just 20 minutes south of Portland and nestled in the heart of the Willamette Valley, Canby offers all the amenities of a larger city while maintaining its small town charm.

Separated from its urban neighbors by a stretch of farmland and rolling hills, Canby residents enjoy a high quality of life with hiking, skiing and sightseeing at nearby Mt. Hood and fishing and boating on the Willamette and Columbia Rivers.

Canby is a diverse and vital community that welcomes families to make their roots and enjoy small town living. If you are a professional looking to lead a team of dedicated staff to provide excellent services to a close-knit town, this is the right position for you!

THE COMMUNITY

Canby is nestled in the heart of the Willamette Valley within the Portland metropolitan region. This Clackamas County community has a total area of 3.79 square miles and a population of nearly 16,000 residents. Canby is centrally located along the west coast within a 3-hour drive of Seattle/Tacoma, Washington, and a day drive to San Francisco, California, Vancouver, British Columbia, and Boise, Idaho.



Canby is an attractive, growing community whose residents enjoy the beauty of the countryside with city life only a short distance away. Canby values its small town attributes and wants to build on and

preserve them. The community takes great pride in its unique identity, agricultural, historical and river based heritage and strong sense of community and enjoys a relatively low cost of living when compared to the Portland metro area.



Canby is known for its natural beauty and delicious bounty from local farms. The Canby Area Loop is a self-guided farm tour route that leads visitors on a tour of more than 20 farm stops to pet animals, taste hazelnuts and chocolates, sip fine wines produced from the region's Jory soils, pick berries and fresh flowers, watch a rodeo or shop for western wear. The Canby Saturday Market offers fresh produce, quality plants and crafts and a chance to get together with neighbors.

Canby welcomes growth and is very business friendly. The City has a 367 acre Canby Pioneer Industrial Park with a variety of sites ready for development. The City's Urban Renewal District is funding infrastructure to develop employment land and invest in an attractive downtown. Canby's assets include well regarded and technologically advanced schools and arts and cultural events and facilities. The Canby School District serves 5,000 students enrolled in five elementary schools, one middle school, one K-8 school, and one high school.

THE CITY & POSITION

Mission

To maintain and improve the quality of life and environment for all within the Canby community.

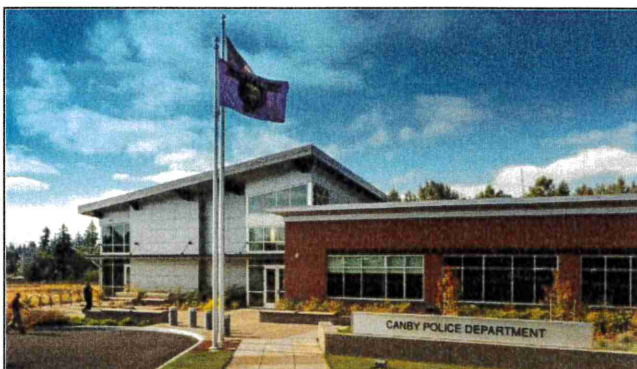
Incorporated in 1893, the City of Canby operates as a mayor-council form of government. The Mayor serves for a term of two years, elected at each biennial general election. The Council is composed of six members elected from the city at

large, each for a term of four years. Appointed by the City Council, the City Administrator oversees all city departments and is assisted by the Assistant City Administrator/Human Resource Director. Departments include Administration, Police, Public Works, Library, Planning, Finance, Economic Development/Urban Renewal, Tech Services, Swim Center and Transit. The total 2013-2014 adopted budget is \$26,073,100 with 90 FTEs. An organization chart is available on the Prothman website.

The City Administrator plans, organizes, and directs the overall administrative activities and operations of the City in accordance with policies determined by the City Council.

Other responsibilities include:

- Advise the Council of the City's financial condition, and current and future needs. Direct the development, presentation, and administration of the City budget; prepare and oversee the financial forecast of funding needed for staffing, equipment, materials, and supplies.
- Provide management and oversight to the Economic Development Department and Urban Renewal Agency.
- Negotiate contracts and solutions on a variety of administrative, fiscal, and special projects.
- Provide supervision and manage staff to ensure City goals and objectives are met. Hire or remove City employees and have general supervision and control over them and their work, with power to transfer an employee from one department to another.
- Oversee the enforcement of all City ordinances; monitor all contractual agreements with franchises, leases, contracts, permits and privileges granted by the City.
- Represent the City in the community and at professional meetings; participate on a variety of boards and commissions.



OPPORTUNITIES & CHALLENGES

Civic Building – There is an advisory vote on the May ballot. If the ballot measure passes, the City/URA will start the process to construct a new civic building which will house the library and administrative offices (Administration, Finance, Planning, Economic Development/Urban Renewal and Tech Services). Offices are currently spread out in multiple locations. If the measure fails, the agency will review other projects in the Urban Renewal Plan to determine how to spend the money that was borrowed for the library/civic building project.

Budget – City staff is currently working on putting together a balanced budget to present to the budget committee in early May. With expenditures increasing and revenues decreasing or staying even, it is not sustainable to continue with the current level of services/staff. Proposals will be made to reduce personnel costs, which make up about 70% of the General Fund expenditures. The City Administrator will need to continue to work towards creating a sustainable budget while meeting the needs of the City and the provisions of the collective bargaining agreements.

EXPERIENCE & EDUCATION REQUIREMENTS

Canby is seeking an experienced manager and strong leader who understands all aspects of municipal government and has an appreciation of the challenges currently facing small cities. He/she must have a proven track record of responsible budget and financial management and must be politically astute with the ability to facilitate the council through complex processes. The ideal candidate will have a strong understanding of Urban Renewal and be well versed in how urban renewal districts work. An unquestionable sense of integrity, honesty, and professionalism is required.

Canby desires a City Administrator who can mentor and teach, and is approachable, collaborative yet can make the hard decisions when necessary. Economic stability and maintaining staffing levels to meet service needs will be of high importance as well as having an understanding of large capital project planning and management. Experience in economic development will be a plus as the city is very business friendly with an excellent economic development environment.

A Bachelor's degree from a four-year college or university in public administration, business management, or closely related field is required and ten years of experience with a minimum five years related experience as a City Manager, Assistant City Manager, or exempt level department head; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties. A Master's degree in a related field and previous Oregon experience in a city administrator/manager position preferred. Valid Oregon Driver's License or ability to obtain within six months.

Canby City Charter requires the City Administrator to live within the City limits within a reasonable amount of time.

COMPENSATION & BENEFITS

- **\$120,000 - \$145,000**
- Holidays – 10 plus 1 personal
- Paid Vacation
- Paid Sick Leave – 96 hours per year
- Administrative Leave – 55 hours per year
- Participation in Oregon PERS/OPSRP retirement plan. City makes the 6% employee contribution in addition to salary
- Medical, Dental, Vision, Ortho
- Life Insurance and Long Term Disability
- Deferred compensation plan

www.ci.canby.or.us

The City of Canby is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **June 22, 2014** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To **apply online**, go to www.prothman.com and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in. If you are a veteran and wish to request veterans' preference credit, please indicate that in your cover letter, and complete and submit the veterans' preference form posted on the website as instructed on the form.



www.prothman.com

371 NE Gilman Blvd., Ste 350
Issaquah, WA 98027
206.368.0050

Doodle



★ Choose final option

+ Invite

More ▾

CC Goal Review Work Session

by Kim Scheafer • 5 days ago • Print

📍 Mt. Hood Conference Room





🕒 All times displayed in America/Los Angeles

✔ Tick the checkboxes twice to select "Yes, if need be" vote

Table Calendar

	Feb 2 SAT 10:00 AM 2:00 PM	Feb 9 SAT 10:00 AM 2:00 PM	Mar 2 SAT 10:00 AM 2:00 PM
5 participants	✓3	✓5	✓2
Kim Scheafer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian hodsonb@canbyorego...	<input type="checkbox"/>	✓	✓
Tim dalet@canbyoregon.gov	✓	✓	<input type="checkbox"/>
Sarah spoons@canbyoregon....	✓	✓	<input type="checkbox"/>

Send
Cannot attend

 Tracie heidtt@canbyoregon.g...	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
 varwigs@canb...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 hensleyt@can...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
 robinsonr@can...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Fre

Or



NO COMMENTS

Add a comment

Team

Ads on Doodle

Jobs

Help

Blog

Contact Us

Media Corner

Doodle Labs

Terms • Imprint • Privacy

Doodle — *Let's do this!*



Send
Cannot attend

January 9, 2019
City Administrator Recruitment Calendar

January 2019	Complete a salary survey for the City Administrator position.
January 9, 2019	Council work session to review scope of work and schedule. Review position and develop a profile for the ideal candidate – qualifications, skills, years of experience, characteristics, priorities and challenges of the City, description of Canby and key responsibilities. Profile will be posted in the next council packet.
January 16, 2019	Council adoption of position profile, supplemental questions, and recruitment/hiring process and procedures.
<i>February 6, 2019</i>	<i>Placeholder for adoption of position profile and recruitment/hiring process if not completed January 16.</i>
February 2019	Prepare job posting, advertisements, social medial announcements, direct mailings, etc.
March 1, 2019	Post City Administrator job announcement/position profile and supplemental questions – for 30 days.
April 2019	Preliminary screening of candidates for qualifications based on position profile, application materials and supplemental questions. Prepare candidate presentation binders for Council review.
April, 2019 (mid)	Council executive session to review candidate materials (all candidates).
April 2019	Conduct preliminary in-person or videoconference interviews with semi-finalists. <i>Conducted by subcommittee consisting tentatively of Mayor, Council Pres., HR, others?</i> ...
May 2019 (mid)	Conduct interviews with 3 finalists – Panels to TBD, i.e. City Council panel via executive session (Employment of a Public/Executive Officer), community stakeholder panel, and department director panel. Public meet and greet, with forms available for public feedback.
June 5, 2019	Council executive session to review interview/panel feedback and public comments. In open session (after the exec session), Council can authorize Mayor/staff to make a conditional job offer and negotiate an employment contract with the finalist within the parameters established by Council in the previously approved recruiting profile.
June 2019	Negotiations with finalist. Start background process.
July 2019	Complete background process.
August 7, 2019	Adopt City Administrator Employment Contract.
August 2019	Notice period (for selected candidate with current employer).
September 2019	New City Administrator starts with the City of Canby.

ORGANIZATION:	City of Canby	DATE:	April 2014
DEPARTMENT:	Administration	UNION:	Non-Represented
TITLE:	City Administrator	FLSA STATUS:	Exempt

PURPOSE OF POSITION: Plan, organize, and direct the overall administrative activities and operations of the City government in accordance with policies determined by the City Council. Advise and assist the City Council and represent the City's interests with other levels and agencies of government, business interests, and the community at large.

ESSENTIAL JOB FUNCTIONS:

Develop, plan, and implement goals and objectives for the City; recommend and administer policies and procedures necessary to provide municipal services; approve new or modified programs, systems, administrative and personnel policies and procedures.

Provide highly responsible administrative staff assistance to the City Council; direct specific and comprehensive analyses of a wide range of municipal policies; prepare and submit to City Council annual reports of financial and administrative activities.

Provide management and oversight to the Economic Development Department and Urban Renewal Agency. Act as the City's Urban Renewal Director.

Plan for future development of City infrastructure to service population growth and expansion of public services.

Advise the Council of the City's financial condition, and current and future needs. Direct the development, presentation, and administration of the City budget; prepare and oversee the financial forecast of funding needed for staffing, equipment, materials, and supplies; manage and control revenues and expenditures; implement midyear adjustments.

Negotiate contracts and solutions on a variety of administrative, fiscal, and special projects; participate in the preparation of program or special project budgets; analyze and prepare recommendations on budget requests; monitor appropriate budget accounts.

Act as the purchasing agent for all departments of the City.

Provide supervision and manage staff to ensure City goals and objectives are met. Hire or remove City employees and have general supervision and control over them and their work, with power to transfer an employee from one department to another. Provide opportunities for developmental training and performance coaching to employees. Conduct performance evaluations. Respond to employee grievances and oversee disciplinary processes according to the collective bargaining agreement and City policy. Hear and rule on employee appeals to disciplinary actions.

Exhibit leadership to staff and fellow employees. Serve as a model for accomplishing the City's vision and goals. Create an environment in which employees are focused on producing excellent quality results. Set standards for excellence in internal and external customer service. Promote professional and courteous behavior.

Direct and confer with executive staff concerning administrative and operational problems; make appropriate decisions or recommendations for City Council adoption. Administer specific program activities by planning, organizing, and supervising activities; establish and implement, with approval, operating policies and procedures.

Oversee the enforcement of all City ordinances; monitor all contractual agreements with franchises, leases, contracts, permits and privileges granted by the City.

Represent the City in the community and at professional meetings; participate on a variety of boards and commissions; attend all Council meetings, prepare and present staff reports and recommendations. Represent the City before the media, in legal or administrative proceedings, and to other departments, organizations or entities as required.

Confer with residents, businesses, and other individuals, groups, and outside agencies having an interest or potential interest in affairs of City concern; interpret, analyze, and explain policies, procedures, and programs. Respond to and resolve difficult and sensitive citizen inquiries and complaints.

Coordinate City activities with other governmental agencies and outside organizations; appoint administrative committees for coordination of services and activities.

Ensure implementation of and adherence to the City's Affirmative Action and Diversity Work Plans. Coordinate the implementation of effective processes and models to produce organization-wide diversity initiatives. Facilitate staff development on such issues as diversity and creating a respectful working environment.

Perform all duties as may be prescribed by City Council action. Perform other duties as assigned that support the overall objective of the position. Provide effective leadership and coordinate the activities of the municipal organization. Serve effectively as the administrative agent of the City Council.

Maintain cooperative working relationships with City staff, other organizations and the general public.

Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS: Undertake special projects and research as directed by the Council. Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS:

Knowledge & Skills: Broad knowledge of modern and highly complex principles and practices of municipal administration, organization, and economic development functions and services. Current social, political and economic trends and operating issues of municipal government. Organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs. Principles and practices of municipal government budget preparation and administration. Principles and practices of organization, administration, and personnel management. Research and reporting methods, techniques, and procedures. Principles of effective public relations and interrelationships with community groups and agencies, private business and firms, and other levels of government. Sources of information related to a broad range of municipal programs, services, and administration. City organizational goals and council policy. Pertinent Federal, State, and local laws, codes, and regulations. Principles of supervision, training, and performance evaluation. Knowledge of word processing and spreadsheet software.

Abilities: Provide effective leadership and coordinate the activities of the municipal organization. Serve effectively as the administrative agent of the City Council. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals to improve operations, procedures, policies, or methods. Effectively administer a variety of citywide programs, administrative and budgetary activities. Identify and respond to public and City Council issues and concerns. Interpret and apply Federal, State, and City policies, procedures, laws, and regulations. Effectively and fairly negotiate appropriate solutions and contracts. Gain cooperation through discussion and persuasion. Select, supervise, train, and evaluate assigned staff. Develop, prepare, and administer a large municipal budget. Analyze, interpret, summarize, and present administrative and technical information and data in an effective manner. Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative

working relationships with those contacted in the course of work including City Council members, staff, committee members, public officials, business leaders, and the general public. Requires the ability to work as contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the City and its services.

Education & Experience: Equivalent to a Bachelors degree from a four-year college or university in public administration, business management, or closely related field and ten years experience with a minimum five years related experience as a City Manager, Assistant City Manager, or exempt level department head; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: Valid Oregon Drivers License or ability to obtain within six months.

DESIRABLE REQUIREMENTS: Masters degree in a related field. Previous Oregon experience in a City Administrator/Manager position.

PHYSICAL DEMANDS OF POSITION: While performing the duties of this position, the employee is frequently required to stand, bend, kneel, stoop, communicate, reach, and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis and may infrequently require moving materials weighing up to 25 pounds while responding to non-routine situations. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, standard office equipment, and motorized equipment.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Attendance at evening meetings and weekend events is required.

SUPERVISORY RESPONSIBILITIES: Supervise subordinate managers who supervise employees in all City departments, including the Urban Renewal Agency. Responsible for the overall direction, coordination, and evaluation of these units. Also directly supervise non supervisory employees. Carry out supervisory responsibilities in accordance with the organization's policies and applicable laws.

SUPERVISION RECEIVED: Appointed by the City Council for an indefinite term and may be removed at the pleasure of the Council.